

**Oakland Public Schools**  
**Regular Monthly Meeting Minutes**  
**Tuesday, September 17, 2024**  
**7:00 PM**

A Regular Monthly Meeting of the Board of Education was held on September 17, 2024. The meeting was called To order at 7:01 PM by Mr. Scerbo.

Mr. Scerbo led those present in the Pledge of Allegiance and read the Open Public Meeting announcement as follows: The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Oakland Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on January 11, 2024, June 18, 2024 and September 9, 2024 in the Municipal Building, the Board Offices, all school offices and copies sent to newspapers serving Oakland: The Record News. The Board reserves the right to limit public discussion of personnel items, so as to preserve individual privacy.

The Board appreciates the concerns and comments expressed by the public and will take them into consideration. However, please remain advised that, neither the Board nor the administration may comment on or respond to public inquiries or statements regarding any internal personnel matters involving a District employee.

Please be further advised that there is no privilege or qualified privilege with regard to any statements that you make before the Board of Education. Furthermore, in addition to their respective rights to privacy, employees of this school district retains all rights regarding defamation and slander according the laws of New Jersey.

Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses. Each speaker shall be limited to three minutes. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds.

**Roll Call**

The following board members were present: Ms. Cooper, Mr. Scerbo, and Ms. Shelkin

The following board member was Absent: Ms. Kilday and Mr. Mazzilli

Also present:

Dr. Gina M. Coffaro, Superintendent of Schools, Ms. Annette M. Wells, School Business Administrator/Board Secretary, and 26 members of the public

Dr. Coffaro acknowledged the following staff members for their contributions made during the summer and for the opening of the new school year:

Michael Cascione, Javier Chavez Sr., Ray Mistry, James Henderson, Kevin Wilke, John Znutas, Jason Correia, Salvatore Crocco, Justin O'Flaherty, Milly Villarie, Tom Shortman, Todd Certosimo, Chris Matteo Abdulkareem Jello, Tasha Bushnauskas, Joseph Tumminia, Keith Henry, Lew Thurston, Gerry McMinn, Paul Santiago, Pamela Bakal, Abdul Jello, Joe Tumminia, Sean Flaherty, Jenn Paradiso, Sean Bowe, Robyn Greenwald, Adam Silverstein, Gregg Desiderio, Jackie Micari-Christiano, Jennifer Zimmerle, Greg Zaleski, Rosanne Manganelli.

Dr. Coffaro gave a heartfelt thank you for what the staff does every day and wished everyone an amazing year.

Mr. Scerbo thanked the staff on behalf of the board. He thanked them for their hard work and dedication, pride of ownership and for watching out for the students of Oakland every day.

## **I. MINUTES**

A motion was made by Ms. Shelkin and seconded by Ms. Cooper to approve the following Minute item A as follows:

A. Approve the Regular Monthly Meeting minutes from August 14, 2024.

Upon call of the roll, Ms. Cooper Abstained all others voted yes. Motion carried.

## **II. BUILDINGS AND GROUNDS**

A motion was made by Ms. Shelkin and seconded by Ms. Cooper to approve Buildings and Grounds item A as follows:

A. Approve the monthly schedule of Safety Drills in all District Schools for the 2024-2025 school year as follows. These safety drills are in addition to one fire drill per month at each school.

September	Tornado and Lockdown
October	Evacuation - Non-Fire
November	Active Shooter
December	Lockdown
January	Bomb Threat
February	Active Shooter
March	Lockdown
April	Evacuation - Non-Fire
May	Bomb Threat
June	Shelter on Site
July*	Tornado (*Suggested drill for any Summer Programs, as required.)

Upon call of the roll, the motion carried with a unanimous vote recorded.

**III. PERSONNEL**

A motion was made by Ms. Cooper and seconded by Ms. Shelkin to approve Personnel items A through AA as follows:

- A. Accept the resignation of Alisa Weisse, Full-time Paraprofessional at Valley Middle School, effective October 1, 2024.
- B. Accept the retirement of Kelly Enright, Kindergarten Teacher at Dogwood Hill Elementary School, effective January 1, 2025.
- C. Rescind the appointment of Veronica Artinger as Playground/Cafeteria Aide at Valley Middle School for the 2024-2025 school year.
- D. Rescind the appointment of Jacob Lukowiak as Student Teacher and Substitute Teacher/Substitute Paraprofessional for the 2024-2025 school year.
- E. Amend the annual salary of Dawn Anderson, 10-month Assistant Secretary at Heights Elementary School, to \$65,759.
- F. Approve the request of Anne-Marie Kennedy, 10-month Assistant Secretary at T.O.P.S. Early Childhood Learning, for FMLA starting on September 1, 2024, using 30 sick days through October 15, 2024, paid with benefits. Ms. Kennedy plans to return to District on or about October 16, 2024.
- G. Approve the request of Gabrielle Iannucci, Special Education Teacher at Manito Elementary School, for FMLA starting on or about November 18, 2024, using 30 sick days through January 10, 2025, paid with benefits. Beginning on January 13, 2025, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning January 13, 2025 through April 11, 2025. Ms. Iannucci plans to return to District on or about April 14, 2025.
- H. Approve the appointment of Kimberly Jacobson as the Harassment, Intimidation, and Bullying (HIB) Specialist at T.O.P.S. Early Childhood Learning for the 2024-2025 school year.
- I. Approve the appointment of Mallory Fuentes as Early Literacy Instructional Coach for the 2024-2025 school year at a non-pensionable stipend of \$2,000, upon submission of an approved voucher. This salary will be funded with Title IIA funds.
- J. Approve the transfer of Alison Bianchi, Learning Disabilities Teacher Consultant, from Heights Elementary School to T.O.P.S. Early Childhood Learning, effective September 1, 2024.
- K. Approve the transfer of Meridith Farley, Speech/Language Specialist, from Valley Middle School (0.70 FTE) and Heights Elementary School (0.30 FTE) to Valley Middle School (0.70 FTE) and T.O.P.S. Early Childhood Learning (0.30 FTE), effective September 1, 2024.
- L. Approve the reassignment of Dawn Odell from Part-time Paraprofessional at Manito Elementary School to Full-time Paraprofessional at Manito Elementary School, effective September 1, 2024, at an hourly rate of \$19.10 for the 2024-2025 school year, replacing Helen Romanowski.

- M. Approve the appointment of Leah Costello as Long-term Substitute Teacher at T.O.P.S. Early Childhood Learning at the per diem rate of \$321.15 (Step 1/BA), effective from on or about September 1, 2024 through on or about September 9, 2024, and upon submission of an approved voucher. All employment obligations have been met. Ms. Costello will return to her ABA Therapist Paraprofessional position at T.O.P.S. Early Childhood Learning upon completion of this assignment.

- N. Approve the following appointments of certified staff for the 2024-2025 school year. All employment obligations have been met.

Name	Position	Location	Replacing	Step	Degree	Salary	Effective
Gertrude Naples	Leave Replacement Special Education Teacher TCHR.DG.RES.MG.05	Dogwood	Ashley Marrocco	1	MA	\$67,934 *To be prorated	On or about 9/1/2024- 11/22/2024
Sylvia Ripps	Special Education Teacher TCHR.TP.PREK.PK.02 *New tenure track position	T.O.P.S.	N/A	6	MA	\$75,710 *To be prorated	On or about 9/9/2024
Lisa White	Leave Replacement Special Education Teacher TCHR.DG.RES.MG.01	Dogwood	Gina Hopf	1	MA	\$67,934 *To be prorated	On or about 9/1/2024- 11/22/2024

- O. Approve the following appointments of non-certified staff for the 2024-2025 school year.

Name	Position	Location	Replacing	Hourly Rate	Effective
Christina Barbour	Full-time Paraprofessional AIDE.MT.RES.MG.01	Manito	Lisa Cruciata	\$19.10	9/1/2024
Ria Kiczek	Part-time Paraprofessional AIDE.HT.RES.MG.02	Heights	Christina Barbour	\$19.10	On or about 9/23/2024
Lucia Mucci*	Part-time Paraprofessional AIDE.HT.RES.MG.14	Heights	JoAnn Mital & Veronica Artinger	\$19.10	On or about 9/23/2024
Alison Radowitz	Full-time ABA Therapist Paraprofessional AIDE.HT.MD.MG.03	Heights	N/A	\$23.00	9/1/2024
Erica Trevil	Part-time Paraprofessional AIDE.MT.RES.MG.07	Manito	Dawn Odell	\$19.10	9/9/2024 through 9/19/2024
Jake Ursillo*	Full-time Paraprofessional AIDE.VM.RES.MG.02	Valley	Alisa Weisse	\$19.10	On or about 10/1/2024
Danny Valencia*	Part-time Paraprofessional AIDE.HT.RES.MG.11	Heights	Traci Flannery	\$19.10	On or about 10/1/2024
Maureen Walters*	Playground/Cafeteria Aide AIDE.VM.CAFT.MG.01	Valley	Veronica Artinger	\$16.50	On or about 9/23/2024

\*Contingent upon satisfactory completion of all employment obligations

- P. Approve the revised list of Paraprofessionals and Playground/Cafeteria Aides for the 2024-2025 school year as per the attached.

- Q. Approve the 2024-2025 School Emergency Teams as per the attached list.

- R. Approve the following teachers for two hours of Go Math virtual professional development at an hourly rate of \$52, upon submission of an approved voucher. These salaries will be funded with Title IV funds.

Raquel Brogan	Kelly Chapman	Kaitlyn McPike	Sharon Rumpeltn
Donna Bruno	Casey Cummings	Heather Menduke	Kimberly Schwarz
Carolyn Catenacci	Kim Kiraly	Cynthia Parr	Carolyn Swift

- S. Approve the following teachers to work Fall 2024 Kindergarten Family Nights at \$80 per hour, upon submission of an approved voucher. These salaries will be funded with ESSER III/ARP funds.

Maria D’Avirro	Nicole Fallon	Tina Rowe	Gina White
Jennifer Doyle	Mallory Fuentes	Kacie Schrettner	Karen Wilson
Kelly Enright	Kristen Gombas	Tracey Sourial	

- T. Approve the appointment of the following Valley Middle School teachers and aides as chaperones for students participating in the overnight Grade 7 Frost Valley trip October 9, 2024-October 11, 2024. Salary payment will be consistent with the stipend for overnight trip supervision contained within the union employment agreements and upon submission of an approved voucher.

Jacqueline Christiano (administrator)	Matthew Myones	Alea Mayer-Costa
Mark Sinclair (trip coordinator)	Joel Noonan	Lauren Russo
Matthew Fichter	Leonard Parra	Amanda Steng
Saul Gondelman	Lauren Binder	Gregg Desiderio (alternate administrator)
Ryan Gilligan	Natalie DeLuca	Nicole Schussler (alternate teacher)
Kevin Jacobsen	Brittany Latka	

- U. Approve the appointment of Margo Quiriconi as school nurse for the 2024-2025 overnight Grade 7 Frost Valley trip at a stipend of \$1,154, upon submission of an approved voucher.
- V. Approve all paraprofessionals to be paid additional time at their hourly rates of pay on an as needed basis at the beginning of the school year, upon submission of an approved voucher.
- W. Approve the following staff members for state-mandated bus aide training at a rate of \$60, upon submission of an approved voucher.

Anne Marie Gillmore	Alison Radowitz
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- X. Approve the appointment of the following as daily substitute personnel for the 2024-2025 school year, upon satisfactory completion of all employment obligations.

<b>Name</b>	<b>Substitute Assignment</b>
Jennifer Amato	Teacher and Paraprofessional
Melody Appel	Teacher and Paraprofessional
Christine Kane	Teacher and Paraprofessional
Eileen Walker	Teacher and Paraprofessional
Stephanie Rowin	Playground/Cafeteria Aide
Stephanie Chirichella	Bus Aide
Jody Diaz	Bus Aide
Walter Gaudino	Secretary

- Y. Approve the following student teacher assignments for the 2024-2025 school year.

<b>Student</b>	<b>College</b>	<b>Teacher/School Assignment</b>
Katherine Gratto	Ramapo College	Dina Osborne/Dogwood (Grade 3)
Annalisa Saljanin	Ramapo College	Mallory Fuentes/Dogwood (Kindergarten)

- Z. Acknowledge the following employees' days without pay for the 2024-2025 school year as listed below:

<b>Name</b>	<b>School</b>	<b>Dates</b>
Erin Violetti	Heights	10/4, 11/6
Romanee Reid	Manito	12/3-12/6
Peppi Gardner	Heights	3/3-3/6

- AA. Approve the submission of the Biannual Statement of Assurance regarding the use of Paraprofessional Staff for the 2024-2025 school to the county office.

Upon call of the roll, the motion carried with a unanimous vote recorded.

**IV. REGULAR EDUCATION**

A motion was made by Ms. Shelkin and seconded by Ms. Cooper to approve Regular Education items A through K as follows:

- A. Approve the HIB Report for the period August 14, 2024 through September 17, 2024 as follows:

Number of HIB Investigations	1
Number of Affirmed HIB Incidents	0

- B. Approve the following Valley Middle School 2024 Fall Sports Schedules as per the attached:
- Boys and Girls soccer.
  - Cross Country.
- C. Approve Keith Breznovits as the 2024 Soccer Official Assignor at a rate of \$150 for the Fall 2024 season upon submission of an approved voucher.
- D. Approve the attached list of Bergen County Soccer Chapter Officials for the 2024-2025 school year at a rate of \$66 per game upon submission of an approved voucher.
- E. Approve the attached list of Valley Middle School afterschool clubs and advisors for the 2024-2025 school year.
- F. Approve the Bilingual Waiver submission to the State of NJ Department of Education for the 2024-2025 school year.
- G. Approve the registration and participation for the 2024-2025 Thinking Cap Quiz Bowl Contests for Grades 5, 6, 7, and 8 Workshop students, four teams, at a total cost of \$320.
- H. Approve Oakland K-8 Public Schools to host Brain Busters competition with local school districts at Valley Middle School on the following dates:
- October 21, 2024
  - January 13, 2025
  - April 7, 2025
- I. Approve the submission of the updated Gifted and Talented Education Service Report.
- J. Approve the District's Professional Development Plan and Mentoring Plan Statement of Assurance and notification to the County Office.
- K. Approve the home instruction of one (1) Dogwood Hill Elementary School student effective September 4, 2024.

Upon call of the roll, the motion carried with a unanimous vote recorded.

**V. SPECIAL EDUCATION**

A motion was made by Ms. Cooper and seconded by Ms. Shelkin to approve Special Education items A through H as follows:

- A. Rescind the agreement with BrightStar Medical Staffing to provide a Nurse's Aide for T.O.P.S. Early Learning Childhood for the 2024-2025 school year.
- B. Rescind the approval for one student, whose name is on file in the Superintendent's office, to attend the Franklin Lakes Colonial Road CAPS Program for the 2024-2025 regular school year.
- C. Approve the Contract with Bergen County Special Services to provide home instruction services for one student, whose name is on file in the Superintendent's office, to be provided from September 9, 2024 to June 30, 2025, one day per week, for a maximum of two hours, amount not to exceed \$9,600.
- D. Approve the Partnership Agreement with West Bergen Mental Healthcare to provide one licensed clinician to work as an additional counselor at Heights Elementary School, for the 2024-2025 school year, at a cost not to exceed \$48,000.
- E. Approve the Contract with West Bergen Mental Healthcare for Mental Health Assessment and Clearances with the Oakland K-8 Public School District for the 2024-2025 School Year.
- F. Approve the Contract for School Nursing Services with BAYADA Home Health Care, Inc. to provide a registered nurse for the T.O.P.S. Early Childhood Learning for the 2024-2025 school year at the rate of \$70 per hour.
- G. Approve the contract with Hawthorne Public Schools for one student, whose name is on file in the superintendent's office, to attend the ARCH Program at Lincoln Middle School for the 2024-2025 school year.
- H. Approve the Agreement between the Oakland Board of Education and Best Practices in Behavioral Analysis, LLC for Applied Behavior Analysis Services on an as needed basis for the 2024-2025 school year at the hourly rate of \$125.

Upon call of the roll, the motion carried with a unanimous vote recorded.

**VI. FINANCE**

A motion was made by Ms. Shelkin and seconded by Ms. Cooper to approve Finance items A through K as follows:

- A. Approve the August 2024 certified gross (net & agency) payroll in the amount of \$412,287.10.
- B. Approve the payment of the attached list of bills in the amount of \$3,955,456.78 which in proper legal form and subject to audit, provided funds are available in their respective accounts.

- C. Approve the Board Secretary's certification to the Oakland Board of Education that, as of August 31, 2024 no line-item account has encumbrances and expenditures, which, in total, exceed the line-item appropriation in violation of NJAC 6A:23A-16.10(c)3; and further,
- Approve the Oakland Board of Education's certification that, after a review of the Board Secretary's and Board Treasurer's monthly financial reports and the advice of District officials, there is no reason to doubt that any major account or fund has been over-expended in violation of NJAC 6A:23A-16.10(c)4.
- D. Approve the school year 2024-2025 Budget appropriation transfers for the month ending August 31, 2024.
- E. Approve the Board Secretary's Financial Report for the month ending August 31, 2024.
- F. Approve the Treasurer of School Monies Report for the month ending August 31, 2024.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Approve change order #1 for Liberty Mechanical Contractors Inc. to provide and install GFCI, switch and light for indoor unit in connection with the Dogwood Hill Elementary School HVAC Upgrades of the Nurse Suite, at a total cost of \$3,263. This change order increased the total contract amount to \$75,844 to be paid using ESSER III/ARP funds. This change order reduces the contract amount with LAN Associates LLC for DOE application preparation, construction documents and contract administration from \$15,000 to \$11,737 also to be paid using ESSER III/ARP funds.
- I. Approve the use of the following staff members of their personal automobile on the Valley Middle School Grade 7 Frost Valley trip on October 9, 2024-October 11, 2024. Such usage is necessary as an emergency onsite vehicle to transport injured or ill students or staff onsite or to a medical facility for lodge inspections, to transport medications and records, to deliver misplaced luggage, and other tasks requiring automobile use.
- Jacqueline Christiano
  - Mark Sinclair
- J. Approve the lease agreement with the Wyckoff YMCA for the operation of the Before Care/After Care Program in the Oakland Public Schools for the 2024-2025 school year in the amount of \$11,000.

- K. The Oakland Board of Education requested bids for a second time for an Outdoor Learning Area at Manito Elementary School to be paid with PTO funds. Bids were opened on Wednesday, September 5, 2024, with three bidders responding as follows:

A-Tech Concrete of Edison, NJ	Base Bid \$282,000 Alternate 2 \$5,000	Alternate 1 \$10,000 Alternate 3 \$19,000
M&M Construction of Cranford, NJ	Base Bid \$374,000 Alternate 2 \$4,000	Alternate 1 \$18,000 Alternate 3 \$25,000
SMBA Construction of North Arlington, NJ	Base Bid \$404,000 Alternate 2 \$6,000	Alternate 1 \$8,000 Alternate 3 \$15,000

WHEREAS, the Board has the authority to reject all bids where the lowest bid substantially exceeds the cost estimates for the goods or services in accordance with N.J.S.A. 18A:18A-22 a.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects all of the bids received for the Outdoor Learning Area at Manito Elementary School due to the lowest bid substantially exceeding the cost estimates for this service and will be abandoning the project as it's currently configured and will revisit a reconceived plan at a later date.

Upon call of the roll, the motion carried with a unanimous vote recorded.

## **XII. ADMINISTRATION**

None

## **VIII. TRANSPORTATION**

A motion was made by Ms. Cooper and seconded by Ms. Shelkin to approve Transportation item A as follows:

- A. Approve the list of field trips for students in the Oakland School District for the 2024-2025 school year as per the attached.

Upon call of the roll, the motion carried with a unanimous vote recorded.

**IX. POLICY**

A motion was made by Ms. Cooper and seconded by Ms. Shelkin to approve Policy item A through B as follows:

A. Approve the *first* reading of new/revised Board policies/regulations as listed below:

R 5410            Promotion and Retention (M)

B. Approve the *second* reading of new/revised Board policies/regulations as listed below:

P 1140            Affirmative Action Program (M)  
P 1523            Comprehensive Equity Plan (M)  
P 1530            Equal Employment Opportunities - Policy (M)  
R 1530            Equal Employment Opportunity Complain Procedure (M)  
P 1550            Equal Employment/Anti-Discrimination Practices (M)  
P&R 2200        Curriculum Content (M)  
P&R 2260        Equity in School and Classroom Practices (M)  
P 2411            Guidance Counseling (M)  
P&R 3160        Physical Examination (M)  
P 3211            Code of Ethics  
P 3217            Use of Corporal Punishment  
P&R 4160        Physical Examination (M)  
P 4217            Use of Corporal Punishment (New)  
R 5200            Attendance (M)  
P 5350            Student Suicide Prevention (M)  
R 5440            Honoring Student Achievement  
P 5570            Sportsmanship  
P 5750            Equitable Educational Opportunity (M)  
P 5841            Secret Societies  
P 5842            Equal Access of Student Organizations  
R 7510            Use of School Facilities  
P 8420            Emergency and Crisis Situations (M)  
P&R 8467        Firearms and Weapons (M)

Upon call of the roll, the motion carried with a unanimous vote recorded.

**X. AUDIENCE PARTICIPATION**

Ann Cedar requested information on the following items:

- Are agenda attachments posted on the website?
- Is the G & T service report on tonight's agenda related to testing?
- Has there been any discussion about banning cell phones?

Ms. Wells responded that copies of agenda attachments are available at the table and are posted along with the minutes.

Dr. Coffaro stated that the G&T Service Report is not about a testing company. It is a State required submission.

Dr. Coffaro responded that there have been conversations regarding cell phone use but nothing is being done at this time. Dr. Coffaro is waiting for guidance from the State.

**ADJOURNMENT**

A motion was made by Ms. Shelkin and seconded by Ms. Cooper that the meeting be adjourned at 7:23 PM.

Upon call of the roll, the motion carried with a unanimous vote recorded.

Respectfully submitted,

Annette M. Wells  
School Business Administrator/ Board Secretary

All approved policies can be found on the  
Oakland Board of Education Website under  
Board of Education/Board Policies:

<https://www.oaklandschoolsnj.org/>